 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 7 Financial Management/Purchasing		
State Property Accountability (Fixed Asset) Policy	Effective date	Revised
Number: 7.04	November 3, 2004	February 27, 2007

Each division in the department is responsible for the appropriate use, inventory and control of state property used by staff in the course of business.

REFERENCES

Control of Fixed Assets 15 CSR 40-2.031

State Fixed Assets RSMO 34.125

Missouri State Agency for Surplus Property Policies and Procedures
<http://www.oa.mo.gov/purch/surplus.html>

Native American Graves Protection and Repatriation Act, NAGPRA--25 U.S.C. sections 3001 et seq.

Missouri's Unmarked Human Burial Act, RSMo 194.400 et seq.

Related DNR Policies

Conduct and Ethics 1.01
 Use of State Vehicles 6.01
 Purchasing 7.06
 Payments 7.07


Related DNR Resources

DNR SAM II Chart of Accounts & Budget Control
 DNR SAM II Purchasing Training Manual
 DNR SAM II Payment Training Manual
 DNR SAM II Fixed Asset Training Manual

*Memorandum of Understanding For Information Technology Consolidation Office of
 Administration and Department of Natural Resources*

DEFINITIONS

Fixed Asset: tangible real or personal property, with a useful life of at least two (2) years and that meets the required thresholds. Cultural, archaeological and historic artifacts are excluded if the items are part of a collection (e.g. museum exhibit).

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- Art and historic treasures – regardless of cost, unless part of a collection
- Buildings – cost \$15,000 or more
- Equipment – cost \$1,000 or more
- Improvements – cost \$15,000 or more
- Land – no threshold
- Non-CAFR assets – cost less than \$1,000
- Tools – cost \$1,000 or more
- Vehicles – no threshold

Fixed asset manager: Division, program, office or facility staff responsible for maintaining accurate fixed asset records, fixed asset document entry and conducting the annual fixed assets physical inventory.

Fixed asset coordinator: Accounting Program staff responsible for monitoring fixed asset purchases, approving fixed asset documents and reconciling SAM II fixed assets.

Sensitive items: Items with a purchase price or fair market value of more than \$100 but less than \$1,000 that are considered attractive or easily stolen, such as a camera.


State property: fixed assets, supplies, equipment and other items purchased with state funds or donated.

Surplus property: Any tangible supplies, materials, or equipment for which the state has acquired ownership by means of purchase, donation, dedication, transfer, abandonment, exchange or any other lawful means, which is no longer needed by the department. This includes IT resources.

GENERAL PROVISIONS

It is the responsibility of the Accounting Program to establish procedures to ensure the fixed asset records are maintained in accordance with federal and state directives. Each division of the Department of Natural Resources must maintain, within the SAM II system, an accurate inventory of all fixed assets that must be identifiable to a division, program and facility.

Each office or facility must appoint a fixed asset manager. Administration staff from each division will coordinate the annual physical inventory of fixed assets by each program in the division. The results of the inventory are summarized in the Fixed Asset Physical

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Inventory Report that is certified by each program or facility director. A copy of each certified Fixed Asset Physical Inventory Report is retained by the division with the original provided to the Accounting Program.

The department is responsible for the care and preservation of historic, cultural, and archaeological artifacts. A tracking system separate from SAMII is used to account for these resources.

The director of the department is the designated State Historic Preservation Officer and as such is responsible for the duties outlined in the Native American Graves Protection and Repatriation Act and Missouri's Unmarked Human Burial Act. Associated Native American cultural artifacts and grave goods shall remain in the custody of the department's State Historic Preservation Office until such time as they can be repatriated under the terms of these acts.

Sensitive items

Sensitive items are tracked with a fixed asset type of Non-CAFR Assets. The Department-wide sensitive items list sets the threshold at \$500, but does not preclude divisions, programs or facilities from expanding the list or lowering the threshold. Items on the Department-wide non-sensitive items list will not be tracked as fixed assets, unless the cost/value exceeds \$1,000. (Attachment 1)

Lost or stolen items


A concerted effort will be made to locate lost items. Procedures in the DNR Fixed Asset Manual outline the steps to be taken to report a lost item.

Stolen items must be reported immediately to the appropriate law enforcement official such as a park ranger, local law enforcement officer or the Capitol Police.

The director of the program, office or facility request removal of the lost or stolen item(s) from the fixed asset inventory in writing. The request is forwarded to the division, and then to the Accounting Program.

Surplus Property

Surplus property will be handled according to the Office of Administration's policy and procedures <http://www.oa.mo.gov/purch/surplus.html>. The General Services Program will coordinate and monitor the transfer of fixed assets through the Missouri State Agency for Surplus Property (Surplus Property).

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Surplus property may be transferred by completing the Report of State Owned Surplus Property (SS-1) and forwarding it to the General Services Program for processing.


There are other methods to dispose of surplus assets with Surplus Property approval:

- Direct transfer: Transfer of an asset to another DNR program or another state agency.
- On-site sales: Surplus assets sold at DNR site rather than at Surplus Property site. This includes sealed bid, on-site auction, on-line auction and invoice to eligible recipient or department.
- Local disposal: Assets with little or no transfer or sale value are disposed of by DNR rather than sent to Surplus Property. Examples include non-working color monitors or televisions and other non-serviceable assets.
- Trade-in: An asset is traded in to a vendor for a new asset. The value received for the asset must exceed the estimated value from other disposal methods.

Divisions' responsibilities

Division directors are accountable for state property. The divisions may delegate this responsibility to designee or designees. Directors will ensure that:

- responsibility is assigned at the appropriate levels within the organization for maintenance, control and proper use of fixed assets.
- needed training is provided.
- all fixed assets purchased or otherwise acquired are accurately accounted for in the statewide fixed asset tracking system, SAM II.
- property numbers are placed on all fixed assets using a property tag or other appropriate method. Cultural, archaeological and historic artifacts are exempt from this tagging provision.
- an annual physical inventory of fixed assets is conducted to reconcile the tracking system with the actual fixed assets in the division's possession and retain the physical inventory completion reports for future reference. The division ensures the Certified Fixed Asset Physical Inventory Report is turned in annually by each program or facility.
- a copy of each Certified Fixed Asset Physical Inventory Report is retained for future reference.
- sensitive items with a useful life of at least two years will be recorded in the fixed asset tracking system as fixed assets. Department-wide sensitive items are listed in the DNR Fixed Asset Manual and Attachment 1 of this policy. For criteria for optional sensitive items for the department, please refer to the DNR Fixed Asset Manual.

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- employees using state property will exercise care and prudence.
- vehicles are accounted for using the Vehicle Inventory Management Guidelines (Attachment 2)

Responsibilities for those with fixed assets

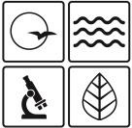
A division, program, regional or district office, or facility can have fixed assets. Each is responsible for the following.

- Provide the name of the fixed asset manager to the Accounting Program's fixed asset coordinator.
- Provide the names of the staff authorized to approve various fixed asset explanations referenced within this document.
- Ensure that all inventory items purchased or acquired are accounted for and included in the SAM II fixed asset subsystem.
- Each entity is accountable for all fixed assets on the organization's inventory listing regardless of the asset's location.
- Affix and maintain property numbers on all fixed assets using a property tag or other appropriate method. The General Services Program has property tags. Cultural, archaeological and historic artifacts are exempt from this tagging provision.
- Acknowledge receipt of items transferred from other organizations.
- Ensure all documents needed to maintain accurate fixed asset records are entered and approved.
- Conduct an annual physical inventory to ensure that all fixed assets in the SAM II fixed asset subsystem are accounted for and visually inspected.
- Upon completion of the annual physical inventory of fixed assets, a Fixed Asset Physical Inventory Report must be certified by signature by the program, office or facility director and forwarded to the appropriate division administration staff.

Accounting Program

The fixed asset coordinator in Administrative Support's Accounting Program will:

- establish procedures to ensure that fixed asset records are maintained in accordance with federal and state directives.
- revise inventory guidelines and procedures as necessary to comply with changes in state statutes or guidelines provided by the State Auditor and inform the divisions, programs and facilities of changes.
- maintain and update the Fixed Asset Manual on the Administrative Support Intranet and the Lotus Notes Reference Library, as needed.
- monitor new purchases of inventory items on a monthly basis to ensure that all new purchases are properly added to the fixed asset sub-system.

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- follow-up with the organization responsible for originating purchases that have not been captured in the fixed asset subsystem as needed.
- complete the following fields on the fixed asset documents, when necessary:
 - Valuation Date
 - Valuation Amount
 - Salvage Value
 - Memo Disp Value (Memo Disposition Value)
 - Description Field 2
 - Final approval to all SAM II fixed asset documents

Office of Administration's Information Technology Services Division (ITSD)

It is the responsibility of ITSD to purchase all computer equipment. Each purchase that meets the requirements of a fixed asset will be accounted for in the SAM II Fixed Asset Sub-System. Each fixed asset record will be properly coded as a grant or non-grant for so DNR can develop the Indirect Cost Rate Proposal.

Attachment 1

DNR Sensitive Items

The following items (and similar items) will be recorded in the SAM II Fixed Asset Subsystem, as they are attractive or easily stolen.

- Air compressors costing at least \$500
- Battery chargers costing at least \$500
- Camcorders and cameras costing at least \$500
- Freestanding PC equipment (except monitors) costing at least \$500
- Generators costing at least \$500
- GIS/GPS costing at least \$500
- Microscope costing at least \$500
- Personal Digital Assistant (PDA/Palm Pilot/Handheld computer) costing at least \$500
- Projectors costing at least \$500
- Fire arms regardless of the cost or value

DNR Non-Sensitive Items

The following items (and like items) will NOT be recorded in the Fixed Asset Subsystem of SAM II, unless the cost (or fair market value) is at least \$1,000:

- Furniture
- PC Monitors

For criteria for optional sensitive items for the department, please refer to the DNR Fixed Asset Manual.

Attachment 2 Vehicle Inventory Management Guidelines

A. Transfer of Ownership

1. Newly acquired vehicles/licensed equipment:
 - a. The receiving organization's FAM places a numbered property tag on the asset and advises Department Fleet Management via the "License Transfer" worksheet (see below). The worksheet can be sent electronically, faxed or mailed.
 - b. The purchasing organization uses purchase and receipt information along with the License Plate Transfer worksheet to prepare a Fixed Asset Acquisition (FA).
 - c. The receiving organization's FAM approves the FA to PEND3 status.
 - d. If the purchasing organization is not Fleet Management, forward purchasing, receipt, and title information to Fleet Management for licensing actions.
2. Existing vehicles/licensed equipment:
 - a. The FAM must follow the procedures outlined in the 'Fixed Asset Transfer' section to complete the FT document.
 - b. Ensure Fleet Management is copied on the transfer e-mails.

B. Disposal - Follow the procedures in the 'Fixed Asset Disposition' section to update the SAM II fixed asset records. Ensure Fleet Management is advised.

C. Transfer of License Plate - A license plate is moved to an existing asset

1. The responsible FAM must:
 - a. process FC to update Complex/Building with new license plate number for each asset.
 - b. complete the License Plate Transfer worksheet.
<http://n-nr1ntra.ads.state.mo.us/forms/documents/780-2555-LicensePlateTransfer.doc>
 - c. Forward a copy of the worksheet to Fleet Management.

LICENSE PLATE TRANSFER – FROM

SAM II Organization Code: _____ Date: _____

SAM II FC or FT

SAM II

Document Number: _____ **Location Code** _____

LIC #	PROP #	SERIAL #	YEAR	BODY STYLE	BRAND NAME	LOCATION NAME

Miles _____

Signature _____ Printed Name _____

LICENSE PLATE TRANSER – TO

SAM II Organization Code: _____ Date: _____

SAM II FC or FT

SAM II

Document Number: _____ **Location Code** _____

LIC #	PROP #	SERIAL #	YEAR	BODY STYLE	BRAND NAME	LOCATION NAME

Miles _____

Signature _____ Printed Name _____